

WEDDING APPOINTMENT:

About two weeks after having sent the required papers you can call us to make an appointment.

Appointment: Friday 8.30 – 11.30 and 12.00 – 14.00

You will not be scheduled for marriage before we have approved your papers, and you have called us.

THE MARRIAGE WILL TAKE PLACE AT:

**Nordborg City Hall
Mads Clausens Vej 13
DK-6430 Nordborg**

You have to arrive 20 minutes before scheduled, and you are free to leave immediately after the ceremony.

WITNESSES:

For the wedding you must provide two witnesses.
Please send address and copy of passports with the papers.

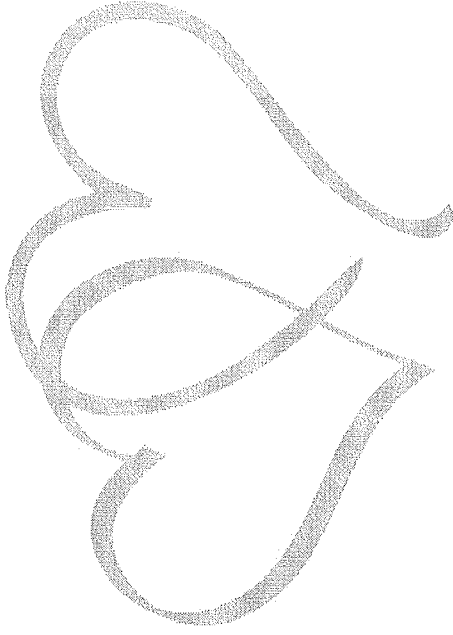
RESIDENCE:

You do not have to stay overnight, but if you wish to you can visit the following website for information: www.visitsonderborg.com

IMPORTANT:

The bride, groom and witnesses must be able to understand Danish, German or English or bring along an interpreter.

Marriage in Sønderborg



Phone:

0045 8872 6400

Monday – Wednesday 10 - 15

Thursday 10 - 17

Friday 10 - 14

Best regards

Sønderborg Kommune
vielser@sonderborg.dk

REQUESTED PAPERS:

Send to: Sønderborg Kommune
Rådhusstrøvet 10
DK-6400 Sønderborg

- ◆ **Legible, completed marriage declaration (original)**
The schedule for marriage will be made by us.
Don't forget 2 signatures.
- ◆ **Birth certificates for bride and groom**
Copies in original language with a testified translation into either Danish, German or English.
- ◆ **Cost**
The fee for paperwork is 500 D.kr and has to be paid when returning the requested papers.
Mail: The fee must be paid in **DANISH KRONER**
Bank: The fee must be paid in **EURO**

To: Sønderborg Kommune
Account: 1000194440
BLZ: 21510600
Bank: Sydbank A/S, Flensburg, Germany
Note: "Marriage" + both surnames
- ◆ **Marital Status Certificate (original)**
From the city hall where you are living. Included: name, birthday and birthplace, marital status, address and nationality.
Must not be older than 4 months!
- ◆ **If you are divorced or a widow/widower**
To ensure that the divorce decree/death certificate to be approved is genuine it must be legalized.
There must be a res judicata stamp on the divorce decree.

- ◆ **If the Marital Status Certificate, divorce decree and death certificate is issued in countries outside the European Union** (except USA, Canada, Australia and New Zealand) the following procedure must be followed - in the country, where the divorce was granted:

1. The proper superior Ministry (usually the Ministry of Justice, in some countries the Ministry of the Interior) must legalize the person who has issued the divorce decree.
 2. The Ministry of Foreign Affairs must then legalize the person of the Ministry of Justice/Ministry of the Interior) (mentioned under 1.) who has legalized the issuer the divorce decree.
 3. The local Danish Embassy or consulate must then legalize the person of the Ministry of Foreign Affairs (mentioned under 2.) who has legalized the person of the Ministry of Justice/Ministry of the Interior.
- (If the marital status certificate, divorce decree and death certificate is issued in countries who is in the Apostille Convention (www.hcch.net) it is enough to get an Apostille)

- ◆ **Please note:** The marital status certificate, divorce decree and death certificate must be submitted in original and in a testified translated version, if not issued in Danish, English or German. Also the legalizations.

- ◆ **Copy of your passports (also from the 2 witnesses)**

These must have entry stamps, residence permit or Schengen-Visa pasted in. The originals must be brought along to the marriage ceremony and presented to the official.

It is your responsibility to cross the border legally.



Sønderborg Kommune
 Rådhusbutikken
 Rådhusstorvet 10
 6400 Sønderborg
 Tlf. 74 12 64 10 Fax 74 12 64 12

Ekspeditionstid:
 Mandag - torsdag kl. 10.00 - 17.00
 Fredag kl. 10.00 - 15.00

To be submitted to the municipality where either of the parties lives	To be completed by the municipality	
Sønderborg Kommune Rådhusbutikken Rådhusstorvet 10 6400 Sønderborg	Date received	File number
	Notice of marriage	

Guidelines

Completing the notice

For the purpose of verifying the conditions for marriage, please answer all questions on pages 1, 2 and 3 of the notice of marriage and hand in the documents listed on page 4. Incomplete or wrong information may prevent verification from being completed.

If, prior to the marriage ceremony, there are changes to the information you have given the municipal authority, you must contact the authority immediately.

Submission

The notice of marriage must be completed and submitted to the municipal authority where either of the parties lives, together with the necessary attachments, enclosures and certificates (see page 4 of the notice).

If neither of the parties is resident in Denmark, the notice of marriage must be submitted to the municipal authority where one of the parties resides. At the same time, a fee of DKK 500 will be payable for verifying the conditions for marriage.

Foreigners

If a foreigner does not have a Danish personal identity (CPR) number, the date of birth must be stated.

Certificate of verification

If the marriage is to be performed by an authority other than the one that has undertaken the verification, the verifying authority (the municipal authority) must supply a certificate to the effect that the conditions for marriage have been met.

The parties must submit the certificate of verification to the marrying authority. The certificate of verification must have been issued at most four months before the wedding.

Undivided possession of estate

When a former spouse/registered partner has died

If you retain undivided possession of an estate, inheritance tax will be payable on remarrying, even if the other heirs agree that you still retain undivided possession. You are duty bound to report the taxable amount to the probate court. The rules concerning this are contained in Section 8, subs. 3, and Section 10, subs. 6, of the Danish Act on Duty on Estates and Gifts. Prior to the marriage, you should contact the probate court and obtain guidance about this tax.

Additional guidance

You can obtain additional guidance about marriage and verification of the conditions for marriage from the municipal authority.

The municipal authority can also provide you with the forms mentioned in this notice of marriage.

The rules concerning marriage and the conditions governing it are contained in the Danish Formation and Dissolution of Marriage Act and in a ministerial order and circular on contracting marriage.

Danish Personal Data Act

The municipal authority is entitled to obtain information from other sources with a view to checking the information received, cf. Section 12 of the Danish Marriage Act.

The municipal authority records the information received and passes the information on other public authorities in accordance with the provisions set out in the legislation.

If you so wish, the municipal authority must tell you what information about you is being processed. You can demand to have any wrong information corrected.

Information about the place of marriage

Date of marriage	Name - Church/town hall
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Information about the woman

Identification

Present surname		Own surname	
First and middle names		Personal identity number	
Place of registration of birth (parish of birth and local authority)			
Present address			
Municipality of residence		Telephone number - home	Telephone number - work
Address after marriage			
Are you a Danish national? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, a national of	

Previous marriage / registered partnership

Have you previously entered into marriage/registered partnership?		If so, how was the most recently contracted marriage/registered partnership dissolved?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Divorce	<input type="checkbox"/> Death <input type="checkbox"/> Annulment
Full name of most recent spouse/registered partner			

Children

Do you have any children by anyone other than the person you are going to marry? (Also applies to children of full age and adopted children)	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
Are you expecting a child by anyone other than the person you are going to marry?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes

Other personal details

Under Section 3 of the Danish Marriage Act, a person under guardianship pursuant to Section 5 of the Danish Guardianship Act or under guardianship with deprivation of his or her legal capacity, cf. Section 6 of the Guardianship Act, may not enter into marriage without the guardian's consent.	
Are you under guardianship?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
According to Section 6 of the Danish Marriage Act, marriage may not be contracted between ascendants and descendants (e.g. between parents and children) or between siblings (brothers and sisters).	
Are you, then, closely related to the person you are going to marry, as mentioned above?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
According to Section 7 of the Danish Marriage Act, marriage may not be contracted without the permission of the Department of Private Law between individuals of whom one has been married to an ascendant or descendant of the other (e.g. between parents-in-law and sons-/daughters-in-law).	
Are you, then, closely related by marriage to the person you are going to marry, as mentioned above?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
Under Section 8 of the Danish Marriage Act, an adoptive parent and an adopted child may not enter into marriage with each other as long as the adoptive relationship exists	
Is there an adoptive relationship between you and the person you are going to marry, as mentioned above?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes

Date and signature (remember to sign page 3 as well)

The notice must be made out and signed in person by each party before the marriage can take place. Neither party may sign on behalf of the other, even if a power of attorney has been obtained. Submitting an incorrect declaration is a punishable offence under Section 163 of the Danish Civil Penal Code. At the same time, by appending your signature, you declare that you are aware of the information submitted by the other party with regard to any children and that such information is in keeping with your knowledge. This signature concurrently represents your consent to the other party assuming your surname, where chosen to do so. The notice must be dated simultaneously with the signature. The notice of marriage must be submitted to the municipal authority no later than four weeks after the date of signature.	
Date and signature, the woman	Date and signature, the man

Information about the man

Identification

Present surname	Own surname	
First and middle names	Personal identity number -	
Place of registration of birth (parish of birth and local authority)		
Present address		
Municipality of residence	Telephone number - home	Telephone number - work
Address after marriage		
Are you a Danish national?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, a national of

Previous marriage / registered partnership

Have you previously entered into marriage/registered partnership?	If so, how was the most recently contracted marriage/registered partnership dissolved?		
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Divorce	<input type="checkbox"/> Death	<input type="checkbox"/> Annulment
Full name of most recent spouse/registered partner			

Children

Do you have any children by anyone other than the person you are going to marry? (Also applies to children of full age and adopted children)
<input type="checkbox"/> No <input type="checkbox"/> Yes
Are you expecting a child by anyone other than the person you are going to marry?
<input type="checkbox"/> No <input type="checkbox"/> Yes

Other personal details

Under Section 3 of the Danish Marriage Act, a person under guardianship pursuant to Section 5 of the Danish Guardianship Act or under guardianship with deprivation of his or her legal capacity, cf. Section 6 of the Guardianship Act, may not enter into marriage without the guardian's consent.
Are you under guardianship?
<input type="checkbox"/> No <input type="checkbox"/> Yes
According to Section 6 of the Danish Marriage Act, marriage may not be contracted between ascendants and descendants (e.g. between parents and children) or between siblings (brothers and sisters).
Are you, then, closely related to the person you are going to marry, as mentioned above?
<input type="checkbox"/> No <input type="checkbox"/> Yes
According to Section 7 of the Danish Marriage Act, marriage may not be contracted without the permission of the Department of Private Law between individuals of whom one has been married to an ascendant or descendant of the other (e.g. between parents-in-law and sons-/daughters-in-law).
Are you, then, closely related by marriage to the person you are going to marry, as mentioned above?
<input type="checkbox"/> No <input type="checkbox"/> Yes
Under Section 8 of the Danish Marriage Act, an adoptive parent and an adopted child may not enter into marriage with each other as long as the adoptive relationship exists
Is there an adoptive relationship between you and the person you are going to marry, as mentioned above?
<input type="checkbox"/> No <input type="checkbox"/> Yes

Date and signature (remember to sign page 2 as well)

The notice must be made out and signed in person by each party before the marriage can take place. Neither party may sign on behalf of the other, even if a power of attorney has been obtained. Submitting an incorrect declaration is a punishable offence under Section 163 of the Danish Civil Penal Code. At the same time, by appending your signature, you declare that you are aware of the information submitted by the other party with regard to any children and that such information is in keeping with your knowledge. This signature concurrently represents your consent to the other party assuming your surname, where chosen to do so. The notice must be dated simultaneously with the signature. The notice of marriage must be submitted to the municipal authority no later than four weeks after the date of signature.	
Date and signature, the woman	Date and signature, the man

Enclosures that must be submitted together with the notice

Documentary evidence of name and date of birth

The names of the parties must be documented by means of a birth, baptism (christening) or name certificate as well as a certificate proving any change of name.

For persons born in the region of Denmark known as Sønderjylland (North Schleswig), a birth certificate issued by the officer in charge of the civil register in the municipality where the birth was registered must be presented.

Any name(s) differing from or not shown by the birth, baptism or name certificate must be documented in some other way (e.g. marriage or partnership certificate).

A foreigner must document his/her date of birth or the correct spelling of his/her name by presenting e.g. a passport.

Legal residence in Denmark

Foreigners who are not national of one of the Nordic countries must prove that they are staying in Denmark legally. Guidance on this subject is obtainable on application to the municipal authority.

Persons whose marriage has ended in divorce in Denmark

The divorce must be documented by means of a divorce decree or a transcript of the judgement. The transcript must be endorsed by the city court that pronounced the judgement to the effect that the judgement has not been appealed ("appeal endorsement"). In the case of judgements delivered prior to 1 January 1983, it is the superior court that must furnish the transcript with an appeal endorsement.

Instead of an appeal endorsement, proof may be presented that the former spouse has relinquished any appeal or that such an appeal will be confined solely to the terms. This is not necessary, however, if the judgement shows that the former spouse has declared that he or she is in agreement with the statement concerning dissolution of the marriage by divorce, even if the spouse has not agreed to the terms of the divorce.

It must also be substantiated that there was either no community of property in the former marriage or that community of property poses no obstacle to remarrying. This can be done by having exemption from the division of property granted by the verifying authority. If no such exemption is granted, proof must be given by submitting one of the following documents:

1. Judgement or decree for separation or divorce, showing that the community property has been divided.
2. Property division agreement or other settlement showing that the community property has been divided.
3. Certificate from the probate court to the effect that the community property is or has been under administration by the court.
4. Declaration from the former spouse to the effect that the person in question has no claim to the division of property, or that out-of-court administration of the community property has been concluded. You can obtain a form from the verifying authority.
5. Proof that the former spouse has entered into a new marriage/registered partnership in Denmark.
6. Registered marriage contract, according to which all possessions in the previous marriage were fully covered by complete separate property or separation of property. Instead of a marriage contract, a judgement or decree for separation or divorce with the same tenor can be used.
7. Consent from the former spouse to enter into marriage, even though the community property has not been divided. You can obtain a form from the verifying authority.

The above applies also in the event of a registered partnership ending in divorce in Denmark.

Persons whose marriage has been brought to an end by death in Denmark

A spouse intending to remarry must document either that there was no community of property in the former marriage or that any community of property that did exist poses no obstacle to entering into a new marriage. This can be done by submitting one or more of the following documents:

1. Certificate from the probate court to the effect that the community property is or has been under public administration or handed over to an administrator.
2. Certificate from the probate court to the effect that the community property has been surrendered for out-of-court settlement and declarations from all heirs to the effect that such administration has been concluded.
3. Certificate from the probate court to the effect that the deceased left nothing.
4. Certificate from the probate court to the effect that the estate has been designated for distraint upon the estate to cover funeral expenses or in accordance with Section 10, subs. 2, of the Danish Administration of Estates Act of 1874 with subsequent amendments.
5. Certificate from the probate court to the effect that the community property has been passed to the surviving spouse or in accordance with Section 22 of the Danish Act on the Administration of Deceased Persons' Estates, cf. Danish Inheritance Act, Section 7 b, subs. 2, or in accordance with Section 62 b, subs. 2, of the Administration of Estates Act of 1874 with subsequent amendments.
6. Declaration from all heirs to the deceased to the effect that they forfeit any administration. This applies only if the surviving spouse retains undivided possession of the estate. Proof of who is heir to the deceased must be furnished in the form of a probate court certificate. You can obtain a form from the verifying authority.
7. Certificate from the probate court or registered marriage contract, according to which all possessions in the previous marriage were fully covered by complete separate property.
8. Documentation of separation, including division of property, separate estate or lapse of any claim to a division of property if the spouses were separated at the time prior to death and the surviving spouse declares that matrimonial cohabitation has not been resumed.
9. Consent from all heirs to enter into marriage although the estate has not yet been administered. It must be proved by means of a certificate from the probate court who is heir to the deceased. You can obtain a form from the verifying authority.

You can also apply to the verifying authority for exemption from division of property.

The above also applies in the event of termination of a registered partnership by death in Denmark.

Foreign divorces and death certificates

Documentation of divorces from countries other than those in the Nordic region must be approved by the local government office (in Copenhagen: the Prefect) at the place where one of the parties lives. If neither of the parties is living in Denmark, the case will be dealt with by the local government office in the place where the municipality that will verify the conditions for marriage is located. In addition, an application for exemption from division of property must be lodged with the verifying authority.

You can obtain guidance about the conditions for acknowledging:

- foreign divorces, from the local government office
- foreign death certificates, from the verifying authority.

Leave yourself plenty of time to seek guidance about the conditions for acknowledging foreign divorces and death certificates.

Persons under the age of 18

Anyone under the age of 18 may not enter into marriage without the following:

- Permission from the local government office (in Copenhagen: then Prefect). Forms for this purpose are available from the municipal authority or local government office.
- Written consent of the parents, unless the young person has previously contracted a marriage/registered partnership or the local government office has issued a dispensation.